



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

OPEN TO: All qualified South Sudanese Nationals only.
Current mission employees serving a probationary period are not eligible to apply.

POSITION: Communication and Record Assistant-EXO

OPENING DATE: Wednesday, March 28, 2012

CLOSING DATE: Monday, April 13, 2012 - max. 4:30 p.m.

WORK HOURS: Full-time; 40 hours/Week.

SALARY & GRADE: (VA-12-14)FSN 07

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Communication and Record Assistant.

Job Summary

The incumbent will be responsible for Communication and Records functions which include handling mail, pouch, and courier services. Plans, administers and submits Mission's file plan and record reports to USAID Washington. Distributes incoming and outgoing mail, cables, etc. to various USAID/Juba, South Sudan offices.

Major Duties and Responsibilities:

Serves as the Communication and Record expert for the mission, advising staff on issues related to USAID compliance with regulations and policies with regard to Records Management System.

Provides briefing for the Mission's newcomers and periodical class room training - primarily to administrative assistants, on the USAID Record management filing system including the Annual file plan and vital record report.

Monitors and performs periodical services to ensure that Mission's records management system is in accordance with the USG policies, rules and regulations. Provides guidance on filing, storing, and retrieving of electronic records.

Manages and maintains the Mission' auxiliary files storage space including proper marking, shipping to U.S. storage as appropriate, and disposal.

Tracks and distributes cables (unclassified) for the Mission and directs to appropriate personnel or office. Serves as a point of contact to coordinate with various offices on clouting cables.

Processes all incoming and outgoing mail including postal, special courier, diplomatic pouch and APO including:

- Pick-up and delivery of mail to and from distribution locations.
- Reviews and verifies all courier services for payment validation and tracks packages for customers.

QUALIFICATIONS REQUIRED:

EDUCATION (10): College or university study (at least two years of full time post-secondary study) in the field of secretarial, commercial, information system, computer, or other social sciences or arts.

Prior Work Experience (10): A minimum of three years of progressively responsible experience in general office administration with some specific experience in files management and maintenance.

Language (10): Level IV English is required.

Knowledge, Skills and Abilities" (70): Good knowledge of office management and business correspondence is required. General information and knowledge about records and correspondence control policies and procedures required. Good working knowledge of standard international mail handling instructions. Ability to work in a team environment and excellent interpersonal skills required.

HOW TO APPLY

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, DS 174 form and their CV to USAID by email to: jubahrexol3@usaid.gov, Or Deliver one copy to: USAID/South Sudan, Juba applications Box outside Consular Entrance. The DS-174 form is available on US Embassy Web Site:

http://southsudan.usembassy.gov/job_vacancies.html. **Applications without completed DS 174 form will not be considered.**

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID DS 174 Application Form (to be filled out completely)

Note:

- Only short-listed candidates will be notified.
- This vacancy is only open to nationals of South Sudan.
- Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
- No in-person appointments or telephone calls will be entertained.
- In-house candidates must apply through their supervisors.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER. ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY.